

# ORIGINAL

## RESOLUTION NO. 92

### A RESOLUTION OF THE CITY OF WOODINVILLE, WASHINGTON, ESTABLISHING TRAVEL POLICIES FOR EMPLOYEES, VOLUNTEERS, AND COUNCILMEMBERS

WHEREAS, the City Council finds it in the best interest of the citizens to establish travel expense reimbursement policies; and,

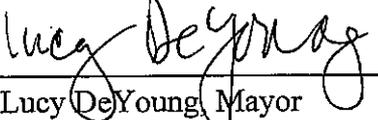
WHEREAS, the City Council will regularly review existing policies and establish additional policies to promote responsibility and the efficient use of City funds; and,

WHEREAS, the Finance Committee has reviewed the proposed Travel Policies and supports the adoption of them as written, NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON,  
DOES RESOLVE AS FOLLOWS:

Section 1. The City Council hereby adopts the Travel Policies (attached as Exhibit A).

ADOPTED BY THE CITY COUNCIL AND SIGNED INTO  
AUTHENTICATION OF ITS PASSAGE THIS 10th DAY OF APRIL, 1995.

  
Lucy DeYoung, Mayor

ATTEST:

  
James K. Katica  
City Clerk/Treasurer

# ORIGINAL

## Travel Policies

### Section 1. Definitions:

**Employee:** refers to both part-time and full-time employees of the City of Woodinville.

**Councilmembers:** includes Mayor, Deputy Mayor, and all City Councilmembers.

**Volunteers:** includes members of all boards, commissions, and committees established by the City Council.

### Section 2. Travel Expenses

If available, employees should use a City vehicle for traveling on City business. If a City vehicle is not available, the City will reimburse the employee as set forth herein.

When using their private vehicles for City business, employees of the City of Woodinville shall be reimbursed at the allowance for travel as set forth by the current Internal Revenue Service rules.

When using their private vehicles for City business, Councilmembers may be reimbursed for mileage at the same rate as set forth for employees, with approval from the Council.

Volunteers may be reimbursed for mileage at the rate set forth for employees for travel, with prior approval from the appropriate Department Head.

Employees, with City Manager's approval, and Councilmembers, with Council approval, may choose commercial airlines for travel, and the city will reimburse employee or Councilmember for the reasonable costs of the airfare and vehicle rental.

### Section 3. Meals.

When travel requires overnight stay, employees shall be entitled to reimbursement for meals. Tips are authorized up to 15% of the amount of the meal.

Councilmembers and volunteers are eligible for meal reimbursements to the same extent as employees.

When overnight stay is not necessary, meal reimbursement will usually not be allowed except for Council retreats, working lunches/dinners, or business meals between City employees and non-City employees.

**Council Retreats** are usually several hours in length, and can span one or two meal times. Meals will either be provided or be reimbursable.

# ORIGINAL

**Working Lunches** The City recognizes that it may be necessary for a group of employees, or a Committee, or the Council to work through lunch or dinner to accomplish a task. To be considered for reimbursement, the meeting must span a three hour period which includes the group's normal meal hour.

**City Business Lunches** While conducting City business with non-City employees, employees may seek reimbursement for meals with prior approval from the City Manager.

## **Section 4. Accommodations**

When lodging for overnight travel is authorized, it is reimbursable to the extent of a single room.

## **Section 5. General Rules**

Travel that includes overnight expenses for employees or volunteers requires prior approval by the City Manager.

Travel by a Councilmember that includes overnight expenses, or costs other than mileage for personal automobile use, requires prior Council approval.

No expenses will be reimbursed for alcoholic beverages or entertainment.

Receipts are required for reimbursement of meals, lodging, and other allowable costs, except reimbursements for private vehicle mileage.